Approved For Release 2001/8/3004 APP 178 06841 A000100100050-5

26 May 1964

MEMORANDUM FOR THE RECORD

SUBJECT: Reduction of Per Diem for Quarters Furnished

1. A vouchered funds travel voucher audited at Headquarters was forwarded to the undersigned for certification. The voucher reflected that a suite of rooms used for official conferences was also used for lodging. The claimant reduced his claim by \$8.00 adding the note that this was the lowest priced room available.

2. The undersigned queried the auditor . During this telephone conversation the auditor said she would accept any amount indicated including an amount as low as \$2.00. I informed I could not certify such a claim; I asked to speak to to clarify Confidential Funds Division's practice in agreed that anything less than 35% of the per diem earned would not be accepted. I asked that pick up the phone.

3. After discussing the issue, agreed to instruct 25X1A9a

 Accept claims as submitted if more than 35% was deducted from per diem earned for quarters furnished.

2. Reduce claims if an amount less than 35% of the per diem earned was claimed as a minimum charge for lodging.

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